

Pcard Management Reference Guide



Purchase Cards or Pcards are charge cards that users (individuals or companies) use to procure goods and services from suppliers in eVA the same way they would use a credit card in a store.

An eVA user can add a Pcard to their user profile.

Adding Pcards

To add a Pcard, click the **Add Pcard** button in the **Pcard Info** section of the **User Profile** screen and then provide information such as:

PCard Manage

Save & Close Close

User Login: DURAN Carrie

PCard Label: Services Pcard

Card Provider*: Visa

Name (as it appears on your card): Carrie Duran

Card Number*: 1233435559995777

Expiration Month*: October

Expiration Year*: 2030

Users can store one or more Pcards as part of their eVA user profile.

Pcard Label

Label to be given to the Pcard. There is no default label. And a maximum of 256 characters can be used.

Card Provider

Service provider of the credit card associated with the Pcard, such as Visa, Mastercard, AMEX, Discover (for state Pcard users) and Other (for non-state Pcard users).

Name

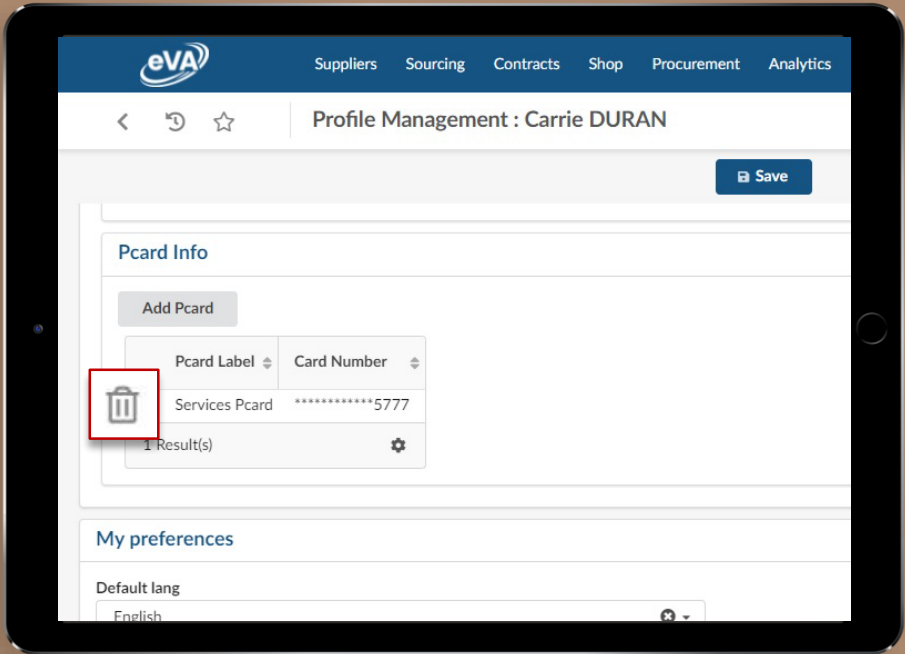
Name of the credit card holder.

Expiration Month and Year


Expiration date of the Pcard. The system always does a check to validate that a past date is not entered, and displays a blocking error if it is.

Card Number

Credit card number associated with the Pcard. Only the last four digits will be displayed.



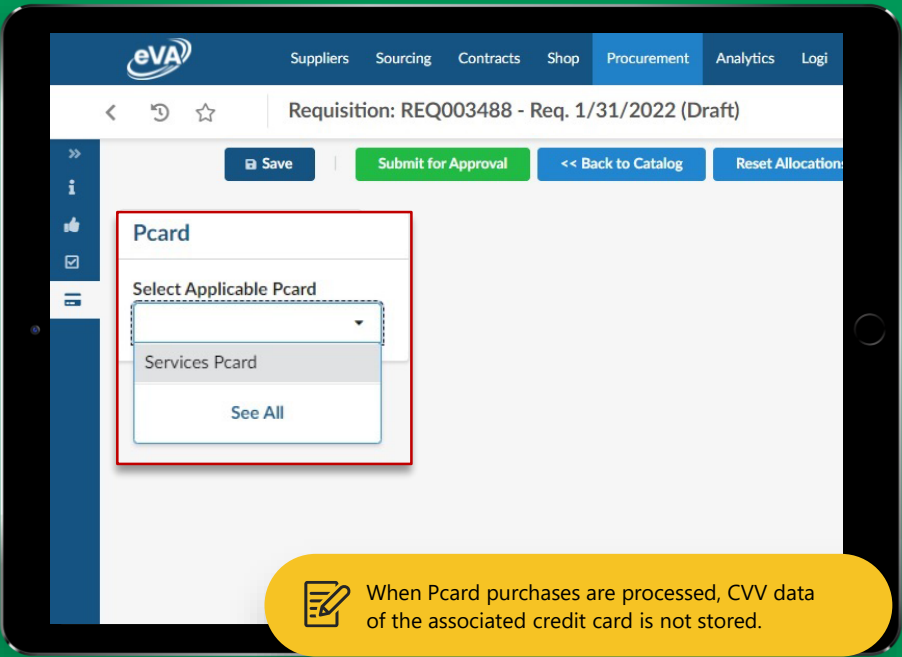
Viewing Pcards

The **Pcard Info** section of the **User Profile** screen is also where users can view or delete  cards. Note that the card number here will always be masked, with only the last four digits displayed.

Using Pcards in Purchase Transactions

A Pcard will be available for a procurement transaction as soon as it is saved to the user's profile, and the purchaser (eVA user) can use it on a requisition.

The **Pcard** tab appears after the requisition header has been completed and saved to allow users to select a Pcard for the purchase transaction. When selected, the tab displays the **Select Applicable Pcard** drop-down with a list of cards associated with the Requester's eVA profile. The list excludes cards in **'Delete'** status.



Please note that the user will receive an error message if they try to submit a Pcard requisition with a supplier who does not accept Pcards.

If the charges for the order should be applied to the card of someone other than the Requisition preparer:

- a) An existing approver in the workflow may apply their card to the transaction while they approve the transaction.
- b) The preparer may insert an **"Ad-Hoc Approver"** on the **Approvals** step so the approver can apply the card to the transaction (Note: this approval will be added to the end of the eVA Approvals node).